

For Review

CMPC Economic Development Subcommittee
Meeting Minutes

Tuesday, February 6, 2007

Call to Order: 9:03 a.m.

Enterprise Bank, 237 Littleton Road

Attendees: Jim Kottas, Gideon Moran, Victor Weisenbloom, Val Wormell

Absent: Ryan Dunn, Paul Rohs, Bev Woods

Minutes

Kottas made a motion to accept the 1/31/07 minutes as written. Wormell seconded. The motion carried with Moran and Weisenbloom abstaining. Wormell will send the approved minutes to the CMPC.

Discussion

The phone talking and email forms were reviewed by the subcommittee. Kottas and Wormell explained the business input process as discussed in the prior meeting. The subcommittee acknowledged and thanked Dunn for his extraordinary effort in completing the forms. A motion was made by Kottas, seconded by Weisenbloom, to approve the forms. The vote was unanimous.

Process to be used for Westford business: (1) invitation to forum, (2) if attendance is impossible, ask for a phone interview or (3) offer to email or fax a form to be completed along with a personal note.

It was decided that individuals would print their own phone forms from the electronic version. Wormell suggested using Town Hall copiers if convenient to committee members.

The committee was reminded that the due date for phone calls and data was February 19, 2007.

Action Items

- Review Westford business list and indicate personal contacts – All to complete by 2/6
- Book conference room for forum – Dunn
- Email forum date to committee – Dunn
- Begin business phone calls – All to complete by 2/18

Next Meeting

To be arranged.

Adjournment

Adjourned 9:15 a.m. by motion (Wormell, 1st, Kottas, 2nd) and unanimous vote.

